

Open Training

Handbook

**national centre
for circus arts**

If you are an Open Training Member, please read through this handbook carefully. If you have any questions or concerns, please contact Stefano Di Renzo (ot@nationalcircus.org.uk / 020 7613 8221).

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Membership & Fees

To access open training, you need to apply for membership and receive an induction. Information about the application process can be found on our [Membership page](#).

We offer two types of membership:

Full Membership

Registration Fee: £50

Once you have become a Full Member, you will not need to re-apply or be re-inducted unless you don't attend open training for 2+ years (see Lapsed Membership). You will not be required to pay any further registration fees.

Guest Membership (1 month)

Registration Fee: £15

If you choose Guest Membership, you will need to re-apply and potentially be re-inducted ahead of any future visits. Guest Membership lasts 1 month. An artist visiting London for 6 weeks, for example, would need to pay the registration fee twice. If in the future you decide to become a Full Member you will have to pay the £50 Registration Fee.

Once registered, both Full & Guest Members will need to pay for their training as they go:

Single session

£12

10-session carnet*

£85

*Carnets are not refundable and cannot be transferred from one member to another. They will expire six months after the date of purchase; this will not be extended except in exceptional circumstances.

Lapsed Membership

If you do not attend open training for two years, your membership will lapse. You will be contacted by e-mail at this point. If you wish to return to training, you will need to re-apply and be re-inducted. However, returning Full Members will not be required to pay the registration fee.

Training Timetable

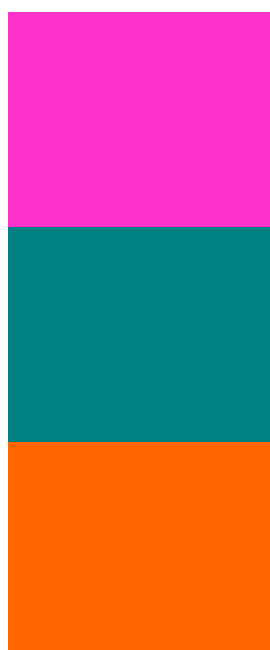
Each Friday, the Training Timetable for the following week is uploaded to our website [here](#) (Professionals → Open Training). We also send an e-newsletter to members on Friday evenings which includes a link to the timetable page.

The timetable features a page for each day of the week. See example below:

	09:00AM	10:00AM	11:00AM	12:00PM	01:00PM	02:00PM	03:00PM	04:00PM	05:00PM	06:00PM	07:00PM	08:00PM	09:00PM
Monday 03/02/2020	Top Studio		Link Studio					Acro Studio	CC1; CC2; CC2 - C. Pole; CC3; CC4; CC4 - Trampo				
	MS1; MS2; MS3; MS4			Acro Studio	CC1; CC2; CC2 - C. Pole; CC3; CC4; CC4 - Trampo	CC1; CC2; CC2 - C. Pole; CC3; CC4; CC4 - Trampo	CC1; CC2; CC2 - C. Pole; CC3; CC4; CC4 - Trampo	CC1; CC2; CC2 - C. Pole; CC3; CC4; CC4 - Trampo	Top Studio				
	Acro Studio			GC1				GC1					
	GC2; GC3; GC4			GC2; GC3; GC4				GC2; GC3; GC4					
	CC1; CC2; CC2 - C. Pole; CC3; CC4; CC4 - Trampo							Link Studio					
				Top Studio				MS1; MS2; MS3; MS4					
				MS1; MS2; MS3; MS4				Top Studio					

The day/date is listed on the vertical axis to the left-hand side, and the times are listed along the top.

The studios/spaces are written within the boxes (see the next section, Training Spaces) and the colours are explained by the key below:



Open Training

Open Training Members have exclusive or priority access to the space.

Shared Training with Degree

Open Training Members and degree students have shared use of the space.

Degree Priority

Degree classes and training will be taking place, but there *might* be space for Open Training Members to train alongside. There is no guarantee of this. A teacher, student or staff member may ask you to move at any time.

The timetable shows all spaces that are available for members. **If a space is not on the timetable, it will not be open to members.**

The smaller, ground-based studios appear on the timetable in full, while the larger, riggable spaces are divided into different sections (e.g. GC1, CC3...). This will be explained in the next section, Training Spaces.

The times/spaces available will vary from day-to-day and from week-to-week. At certain times of the year, there will be much more limited space than normal, usually due to an event or a student show. Members are strongly advised to check the timetable before coming in.

Although the timetable is only released one week in advance, members can check the Year Overview (available at the bottom of the [Professionals page](#)) for a rough forecast of space availability for the year ahead. Members can also e-mail Stefano Di Renzo (ot@nationalcircus.org.uk) for clarification.

Opening Hours

Our standard opening hours are 9am to 9:30pm on weekdays, and 10am to 6pm on weekends. However, some variations will apply at certain points in the year.

We are closed on all bank holidays, over Christmas & New Year, and for 10-14 days in mid-August. Occasionally, we may close for other reasons. Information about closures will be communicated to members through the weekly newsletter, on the [Professionals page](#), and on the Year Overview.

Even when we are open, we may not have spaces available for open training, so always check the timetable before coming in.

Signing-in

Members do not need to pre-book training sessions or reserve spaces/points. Simply check the timetable before coming in, and then pay* for your session at Reception when you arrive (see Membership & Fees).

*Our Reception accepts card payments (excluding AMEX). We do not keep a cash float, so you may only pay in cash if you have the exact change.

Sessions are not time limited; once you have signed-in for training, you may stay for as long as we are open that day. You can also leave and come back later in the day without paying for another session.

We do not cap the number of people who can train at any one time. At busier times, we encourage members to work with one another to share access to rigging points/space fairly.

As well as paying for training, you must also use touch-in and touch-out using the monitor at Reception. This keeps a record of everybody in the building and would be used in the event of an emergency evacuation (more information under Health & Safety).

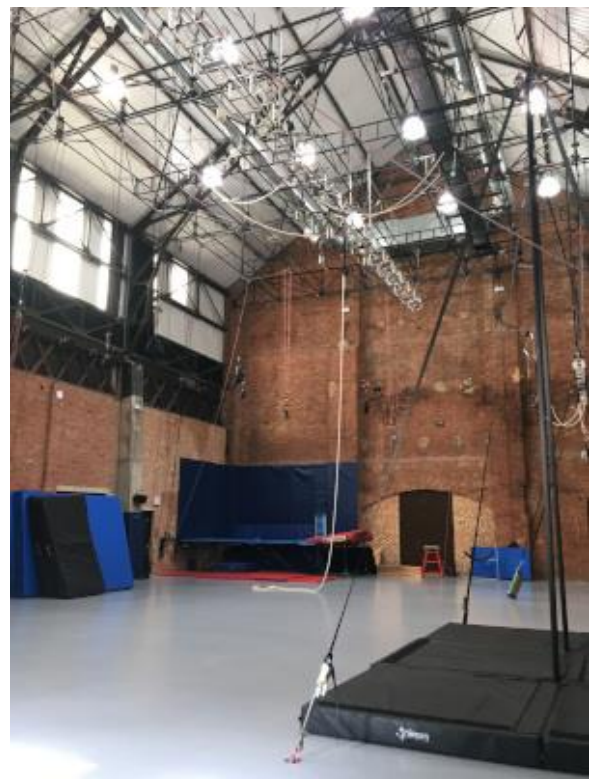
Training Spaces

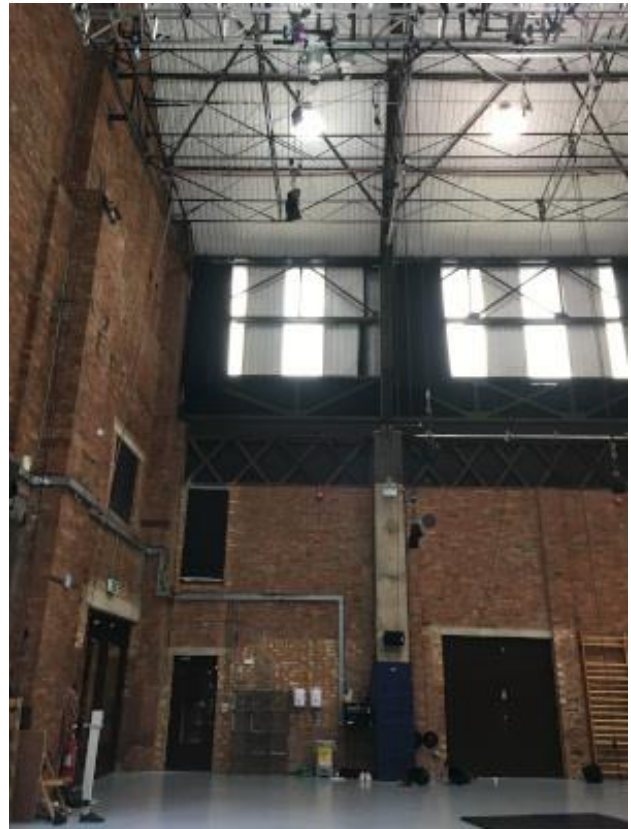
A guide to the different studios and spaces available to members, including references to the equipment which can be found in each space (a full list of shared equipment can be found in the next section).

The information given about each space is based on its standard configuration. Occasionally, the spaces might look slightly different. Wherever possible, information about variations to the set-up will be communicated to members via the weekly newsletter, or notes will be included on the timetable itself.

Combustion Chamber (CC)

The CC is the largest (25m long by 16m wide) and highest (11m to the grid, 9.8m to the spine truss) of our spaces. For the purposes of timetabling, it is divided into six different sections.





It is the section that can be accessed directly from the Link Corridor.

In this section you can find:

- 2 pulley systems (3:1), height adjustable rigging points for single-point aerial disciplines.
- 1 pulley system (5:1), height adjustable rigging points for single-point aerial disciplines and lifting systems that can operate from the floor.
- 1 lunge.
- 3 canes and handstand blocks against the wall.

CC2



In this section you can find:

- 3 pulley systems (3:1), height adjustable rigging points for single-point aerial disciplines.
- 1 pulley system (4:1), height adjustable rigging points for single-point aerial disciplines and lifting systems that can operate from the floor.
- 1 lunge.

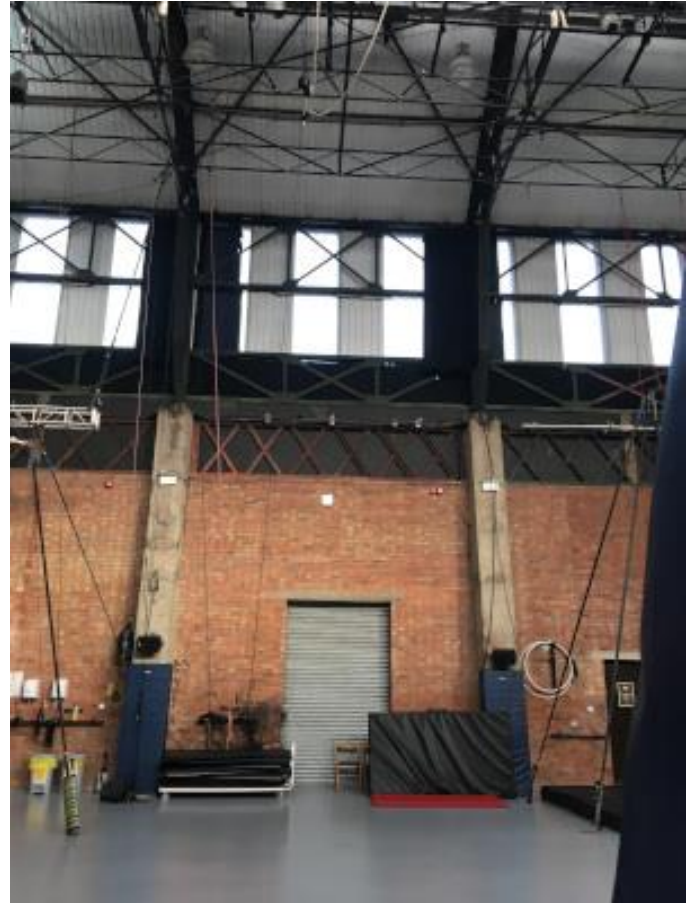
There is the door to access the Member store on the left-hand side when you enter from the Link Corridor

CC2 C. pole

This section is close to the Rigging department and the toilet. Here you can find 2 Chinese poles permanently rigged.

There are some aerial hoops on the wall that can be used on the pulley systems.





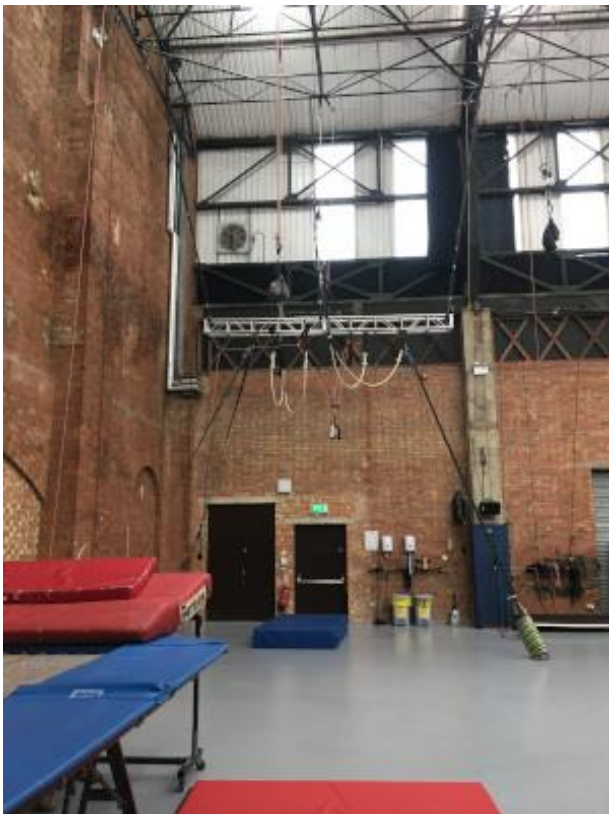
In this area you can find:

- 1 Swing Trapeze.
- 1 Cloudswing.
- 2 lunges.
- Floor points for tightwire to be set-up. 1m and 2m high tightwires are available with 6m and 7m wires.

Close to shutter there are mesh cages with 5 silks and 5 ropes in bags that can be used with the pulley systems.

Crash mats and floor mats are stored at the side of this section.

CC4



This section can be found at the end of the room.

In this section you can find:

- 4 pulley systems (3:1), height adjustable rigging points for single-point aerial disciplines.

There is lower truss with:

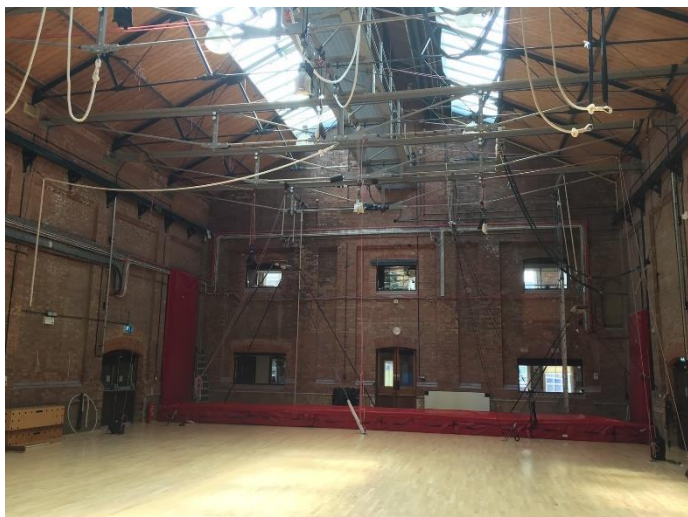
- 1 Static Trapeze.
- 1 pulley system (3:1), height adjustable rigging points for single-point aerial disciplines.

CC4 Trampo



Opposite to the truss on the other corner you can find the Trampoline.

Generating Chamber (GC)



The GC is the second largest (14m wide x 20m long) and the second highest (6.5m – 7.5m to the grid in most places) of the training spaces. It has a semi sprung wooden floor.

It is divided into four sections for the purposes of timetabling:

GC1



This is the section closest to Reception. It houses a petit volant rig for flying trapeze, as well as a fixed cradle.

Occasionally, the crash mats will be removed and a tightwire rigged in their place. This will be marked on the timetable.

GC2

5 pulley systems (3:1), height adjustable rigging points for single-point aerial disciplines.

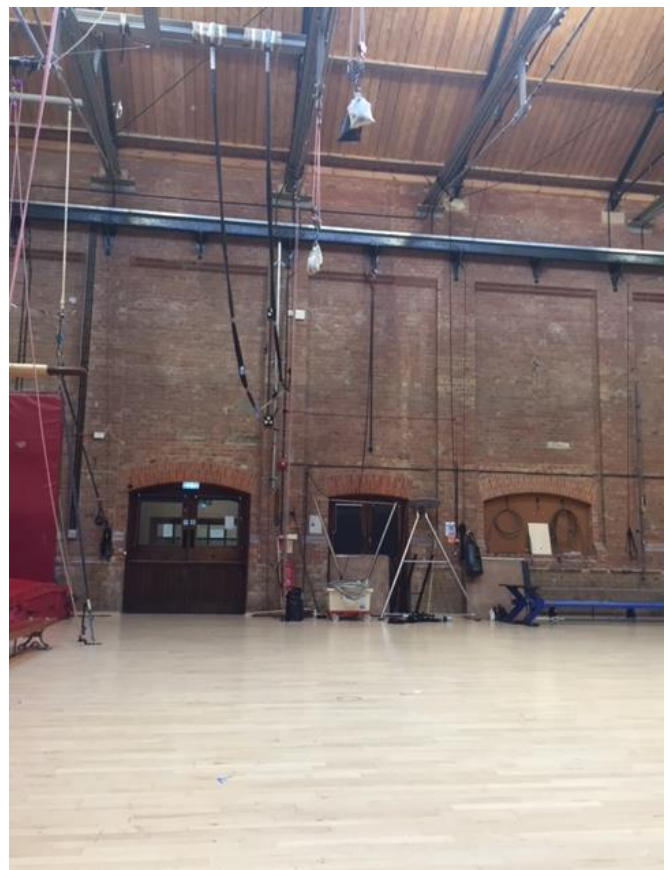
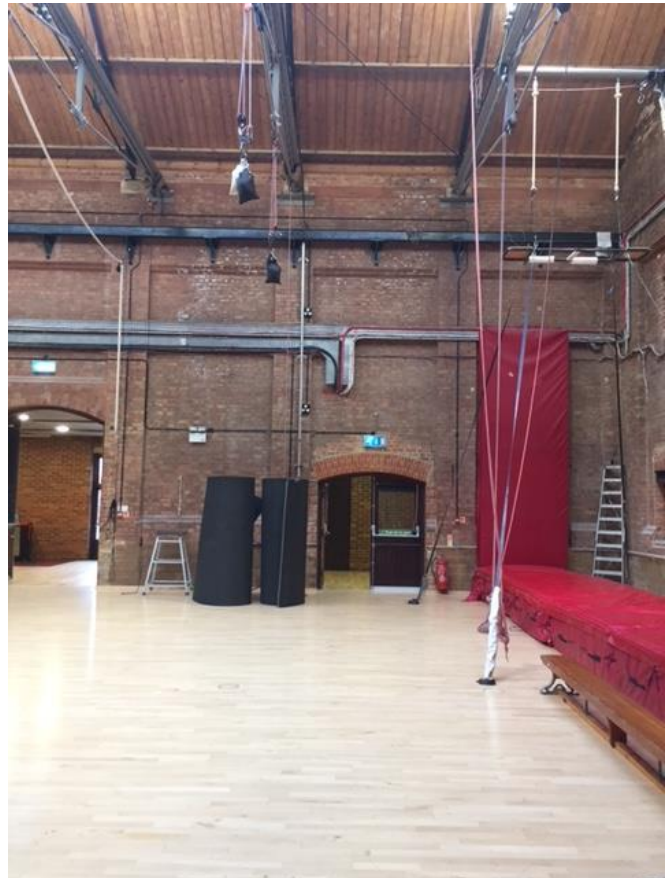
Pre-rigged aerial equipment (accessed by paging systems):

- 1 Static Trapeze.
- 1 lunge system.

Floor points for tightwire to be set-up. 1m and 2m high tightwires are available with 6m and 7m wires. Additionally, two freestanding half meters tightwires are stored here.

1-2 tumble mats are usually stored on the Link Corridor side of the space.

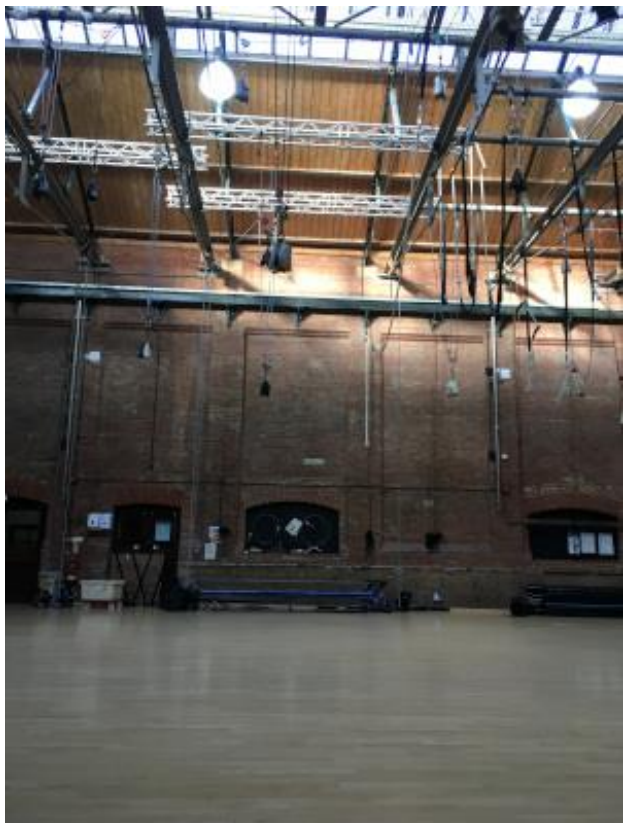
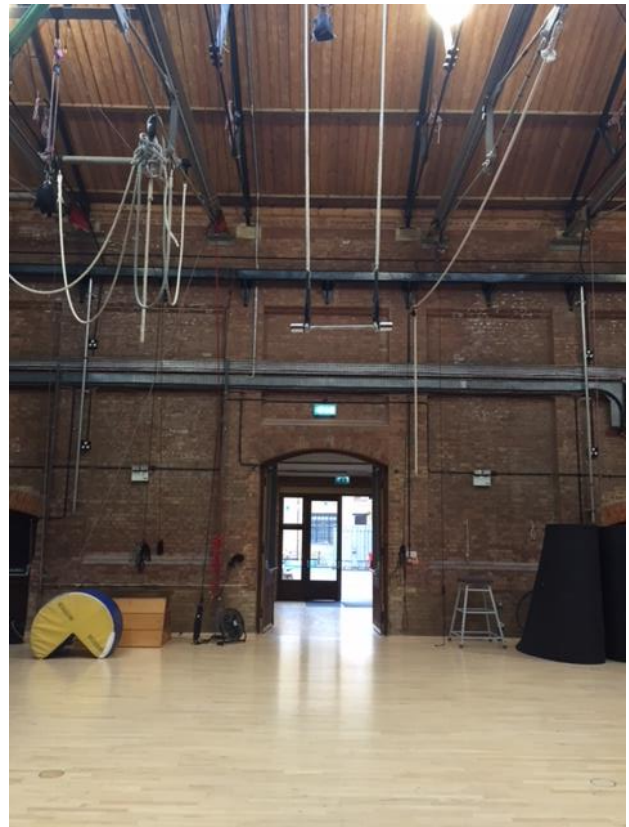
There is a Cyr wheel storage area for members between the two doors. Up to 6 wheels can be stored at any one time.



GC3

4 pulley systems (3:1), height adjustable rigging points for single-point aerial disciplines.

1 lunge system.



GC4



5 pulley systems (3:1), height adjustable rigging points for single-point aerial disciplines.

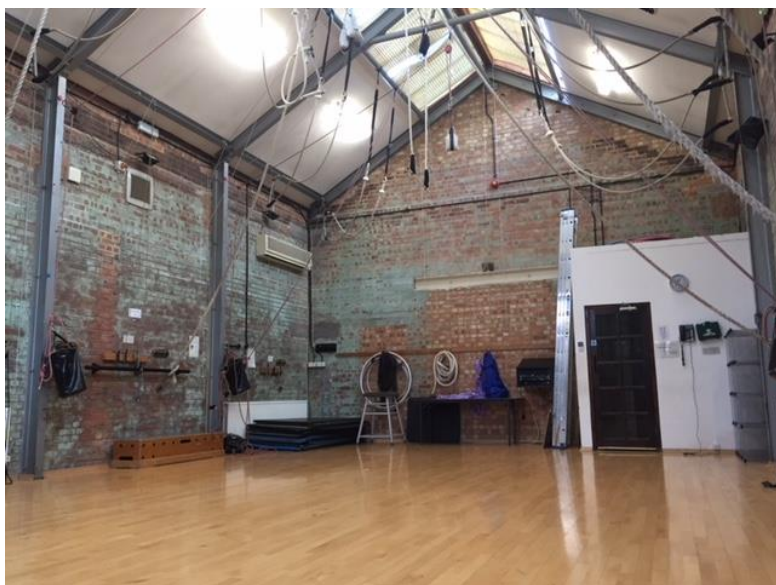
Pre-rigged aerial equipment (accessed by paging systems):

- 6 static trapezes
- 2 lunge systems

Crash mats and floor mats are stored at this end of the space.



Middle Studio (MS)



Located on the landing between the first and second floors, via the main staircase.

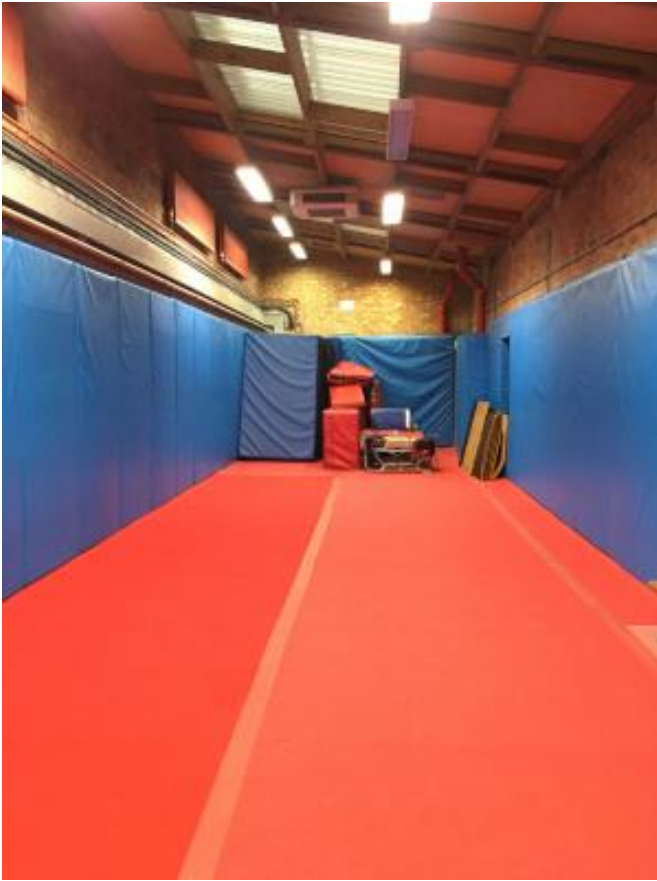
The MS is the smallest of our riggable spaces. It is 7m wide x 12m long and 6m high (at its apex). Like the CC & GC, it is divided into different sections (MS1, MS2, MS3 & MS4). However, it is usually scheduled as a whole.

There are 3 pulley systems (3:1), adjustable rigging points for single-point aerial disciplines. There are also approximately 10 pre-rigged static trapezes, approximately 3 pre-rigged ropes (3-ply, uncovered) and 1 Lunge System.

There are 2 silks in bags, 2 ropes in bags and some hoops hanging on the wall in MS1 where you might find some single-point aerial equipment.

Crash mats and floor mats are available in this space.

Acro Studio



Located on the ground floor, between the GC and CC.

Long, skinny studio (4.5m wide x 19m long) with sprung floor for tumbling and acrobatics. Padded walls.

A variety of mats and a trampette are stored at the rear of the studio.

Link Studio



Located on the first floor on the CC side of the building.

Floor based studio (20m x 5.8m, 105 sq. m).
Limited height (2.8m).

Two mirrors, each sized approx. 1.25m x 2.5m.

Semi-sprung wooden floor.

Floor mats available, and 1 crash mat.

Top Studio

Located on the top floor, via the main staircase.

Floor based studio (11m x 5.5m, 60 sq. m).

Good height (5.1m to apex – 3.6m to beams).
Popular for juggling and handbalancing on canes.

There is 1 half meter freestanding tightwire and some ballet bars.

Wooden floor (not sprung).

Mirrored wall.

Floor Mats are in the corner.



Shared Equipment

Open Training members use either their own equipment or National Centre equipment. The main places where you will find National Centre equipment are:

- Silks and ropes in bags in the mesh cages in CC2/3.
- Aerial hoops on the hook behind the Chinese poles in CC1/2 (but NOT the hook marked 'Degree Hoops').
- Silks and ropes in bags hanging on the wall in MS1.
- Handbalancing equipment by the main entrance to the CC.
- Tightwires on the edge of GC2.

This is in addition to the equipment that is permanently in place, such as the trampolines (CC4), Chinese poles (CC1), hard-rigged aerial equipment (GC4 and MS).

Only those who have been signed-off to train aerial may use aerial equipment.

There are sound systems in all of the studios for your use.

- Please be considerate of other space users and other people around the building – keep volumes to a reasonable level.
- Turn down the volume before plugging / unplugging your player and never turn up the volume beyond half way.

School equipment is regularly used for classes so we cannot guarantee that particular equipment will be available at any given time. You will need to bring your own swivel/carabiner when using single-point aerial equipment belonging to the school.

Non-Training Spaces/Facilities

Members' Store

This is a room accessed from CC2 where members can leave equipment between training sessions. **You should only leave equipment in the store which you will be using for training here within 1 week.** This is not a long-term storage solution.

Except for Cyr wheels*, **please do not leave personal equipment anywhere else in the studios.**

*A maximum of 6 OT Cyr wheels in regular use may be stored in GC2 against the wall, in the marked area only.

All equipment must be clearly named.

Some luggage tags and a pen are available in an envelope stuck to the back of the door, though members are encouraged to use more robust methods for marking equipment. Audits are occasionally done of the store, and unnamed equipment will be removed.

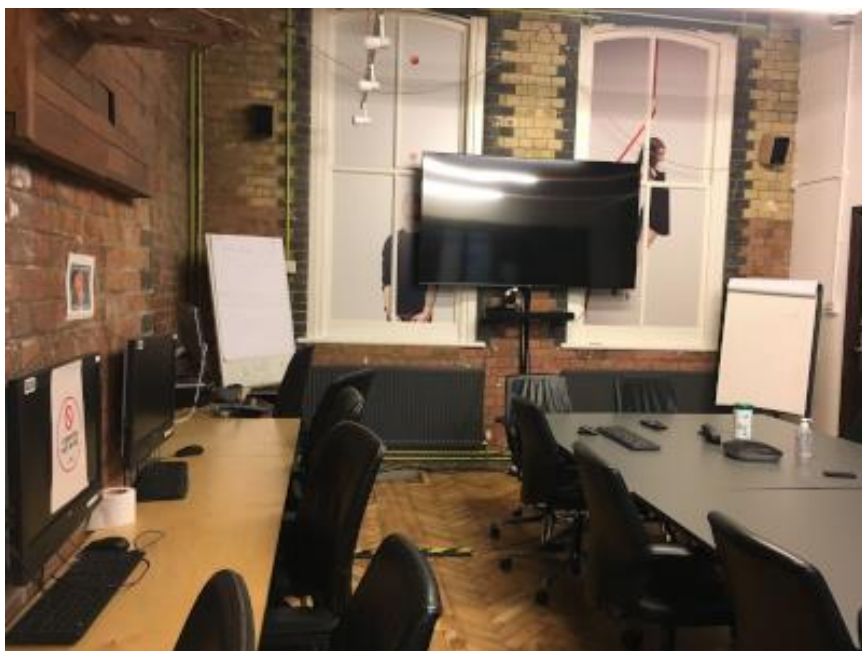


Please only store equipment on the metal shelves, hooks or floor (keeping the marked areas clear). **There is no access to the Mezzanine level.**

The store is not monitored, and the key is left in the door. If the door is locked, ask Reception for the key. All items are left at their owner's risk; **NCCA takes no responsibility for theft or damage.**

As the store is accessed via the CC, **there are times when we cannot allow members to go in** (such as during theatre classes, performances, events or auditions etc.). On the back page of the training timetable you will find detailed guidance about when you can and cannot access the store that week. Do not enter the space if the blinds are drawn.

Library



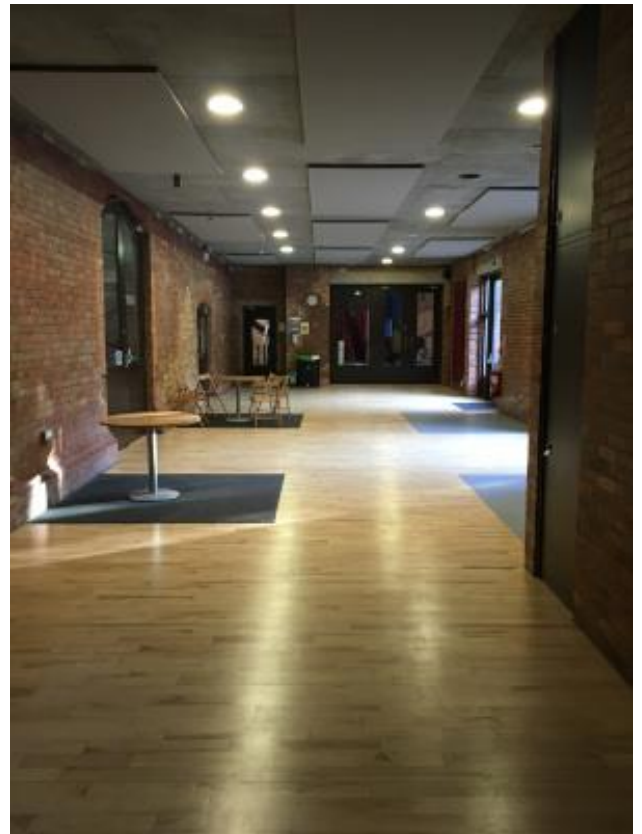
Located on the first floor, via the staircase going up to the Middle and Top Studios.

The Library won't appear on the timetable but you may use it whenever it isn't in use for a meeting or a class. At busy times, please ensure that you give students priority access.

There are eight computers. A generic username and password are marked on each computer's keyboard. The computer will automatically re-set when you log-off, so make sure you save any work onto your own device or cloud-based storage system.

Books and other resources can be found at the back of the Library. Please do not take anything off-site without permission.

Link Corridor



Located on the ground floor, the Link Corridor connects out two main spaces, The GC and CC.

This is a communal space where you can eat and socialise.

It is a busy thoroughfare so please refrain from using it as a training space for activities which might cause hazards to passers-by (club juggling, handbalancing on canes...). However, there are two rectangular sections of floor intended for bounce juggling.

Courtyard



There are bike racks towards the rear of the courtyard. You may use these to lock-up your bicycle, but we advise against bikes being left overnight.

You can access the courtyard from the Link Corridor, or from Coronet Street via an entrance for which you will need your security pass. After parking your bike, you should then go to Reception to sign-in.



You may train in the courtyard so long as it doesn't cause marks or damage to the paving. Please do not take mats or other equipment belonging to the school into the courtyard. There are a few mats marked for outdoor use which are kept in the downstairs portacabin, used by the students.

Please do not smoke in the courtyard. You may smoke outside the front of the building (on Coronet Street).

Changing Room



Located in the basement, directly opposite the Conditioning/Physio Room.

There are showers, sinks and a toilet cubicle in both changing rooms.

Lockers are available. You can exchange a £1 coin at Reception for a token.

Toilets

The main toilets are located along the GC corridor on the ground-floor. There is also an accessible toilet here, including baby change facilities.

There is also one individual cubicle in the CC, behind the Chinese poles.

Water Fountains

We have two water fountains: one on the main staircase at ground-floor level and the other in the corridor by CC4.

Wheelchair Access

The GC, CC and Acro Studio are all situated on the ground-floor.

The Top Studio, Link Studio and Library can be accessed using a lift from the Link Corridor. Please ask at Reception if you'd like to make use of the lift.

The Middle Studio is on a landing between floors but can be accessed using the lift from the Link Corridor, followed by a stair lift.

Regrettably, the Physio/Conditioning Room and changing rooms are not wheelchair accessible.

There is an accessible toilet on the ground-floor in the GC corridor.

If you have any questions about accessibility or would like to discuss your requirements with us, please do get in touch.

Health & Safety

Training Rules

- Train within your limits. Do not attempt any skill which you cannot confidently and repeatedly execute safely in an unsupervised environment. If attempting new or higher risk skills, take appropriate precautions, such as using a mat, attempting the skill at a lower height or enlisting the help of a training partner/spotter.
- Only train disciplines which you have been authorised to train and for which you have received an appropriate technical induction.
Some allowances will be made for related disciplines. For example, if you applied to do single point trapeze and silks, you can also train aerial hoop and rope. However, if you wanted to begin training swinging trapeze, we would need to have a conversation first.
- Only use NCCA equipment that you have been inducted to use. There are specific inductions for aerial, swinging trapeze/cloud swing, lunging, tightwire and Chinese pole.
- Exercise caution if you are the only person training in a studio. You must not train any activity with an increased risk while alone in a studio. This includes (but is not restricted to) Cyr wheel, handbalancing on canes or any aerial work, regardless of height. If in doubt, please ask and let the reception know that you are alone in the studio.
- DO NOT adjust, move or tamper with any circus apparatus, rigging equipment or hardware unless approved to do so by a member of the Technical Department. Do not use the single lunge or paging lines. You may not hard rig your own equipment. You may not climb the cat ladders in the CC and GC or access any grid without express permission from a member of the Technical Department.
- Take appropriate care when moving about the space, ensuring you don't place yourself in a hazardous position, or distract/endanger other users. Do not walk under anyone training at height and give other users appropriate space. In the case of swinging trapeze/cloud swing and tightwire, do not cross any part of the bay until either the artist or the lunger has given you a clear signal. Use an alternative entrance/exit wherever possible.
- Do not attempt to train in a studio if there is insufficient space to do so safely.
- You are responsible for undertaking a pre-use check of any National Centre equipment that you use. Please see a member of Technical staff if you are unsure about what this involves.
- If you notice or are made aware of anything you think may be a hazard, please let us know. You must immediately report any accident, incident, near miss or undesirable circumstance, particularly if it would affect the safety of others.
- Food & drink (except water) must not be consumed in the spaces.
- Pack mats and other school equipment away when you leave. If you can't get into the studio where you took some equipment, let Reception know.

- Store belongings tidily using the mesh storage units in each studio. Valuables can be stored in the lockers in the changing rooms. NCCA takes no responsibility for theft or damage. If you move from one studio to another, take your belongings with you as you may not be able to get into the original studio when you leave.

- Allow plenty of time to clear away all equipment and vacate spaces on time. Times stated for the end of Practice Time are when you should be leaving the space, not starting to pack-up.

First Aid

If you or somebody else sustains an injury, please alert us by coming to Reception. Alternatively, there is a wall-mounted phone in each studio – dial 0 for Reception. They will alert the Duty First Aider. Even if you do not feel First Aid is required, please let us know.

We need to record all accidents and other safety incidents, even if someone is not injured, particularly if they involve equipment failure, malfunction or misuse. Please help us by reporting these to reception in the first instance.

Please do not open the first aid cabinets in the spaces yourself. These are to be used by the Duty First Aider only. If you cut yourself and need a plaster, please still come to Reception.

Blood Borne Virus Policy

We have a duty of care to all our users to ensure that any spillages of bodily fluids are appropriately cleared and affected equipment is sterilised. Therefore, if you sustain any cuts or bleed on any equipment, please alert Reception. The Duty First Aider will be called to administer first aid if needed, and to check the space/equipment for blood.

Fire & Evacuation

If the alarm sounds, evacuate the building via your nearest fire exit. Fire exits are marked with green signs:



Your nearest exit won't necessarily be through reception. There are also escape routes via the courtyard, the main staircase and out the rear of the building onto Bowling Green Walk.

The muster point is directly opposite the main entrance on Hoxton Market/Coronet Street, by the statue of a juggler.

Please wait at the muster point for the Duty Manager/Fire Marshal to take a register.

If you discover a fire, you can raise the alarm by pushing a red fire call point, located by the fire exits.

Security Pass

You will be given an access pass at your induction. You will need to use it to get through certain doors in the building.



Whenever you come and go from the building, you must place your pass on the touchpoint on the monitor at Reception. If you forget your pass, you can sign-in manually.

This system keeps track of everybody in the building and produces a register for use in an emergency evacuation. It is important that you touch in and out, even if you intend to return later that day.

Public Liability Insurance (PLI)

Public Liability Insurance is not mandatory but it's good practice to have PLI if you are training and performing regularly.

Private Classes

Some of the teachers on our degree, youth and recreational programmes are also available for private sessions with our members. If you would like to take a class, please e-mail ot@nationalcircus.org.uk with:

- An indication of your availability.
- The discipline you are looking for tuition in.
- If known, the name of the teacher(s) you'd like to take a class with. If not, we will make recommendations.
- Any specific objectives/areas you'd like to focus on.

Classes cost £46 per hour. You are also required to pay for a training session as normal.

Newsletter & Industry Listings

A newsletter is sent out by e-mail on Fridays at 8pm. It includes the following sections:

News & Reminders

This is a non-public page which is updated each week with general information about training, including occasional updates about health & safety matters and information about space availability for the coming month. There will occasionally be discount codes to shows or offers of free rehearsal time in our [Creation Studio](#).

Training Timetable

Links to the [Open Training Timetable](#)

Industry Listings

Links to external and internal opportunities for artists (Jobs/Opportunities/Courses, Workshops & Seminars/Miscellaneous).

Circus Shows

Links to our [Circus Shows listings](#).

If you would like to share anything with other members, please e-mail ot@nationalcircus.org.uk.

Subscription to the newsletter is a condition of membership. This is because the News & Reminders section is our main means of sharing health & safety-related updates and reminders.

Appendix

Open Training Aerial / Single Point and Paging Induction

This Induction Covers the Lifting Systems and Paging Systems only.

If you wish to use a Swinging Trapeze, Cloud Swing, Counter Weight, Russian Bar, Teeterboard or a Lunge System you must have a specific technical induction. For swinging trapeze and cloud swing this will include the rescue procedure.

All National centre rigging equipment is regularly inspected to meet the requirements of LOLER. In date equipment is colour coded and this can be in the form of a sticker, a cable tie or a rubber band. You are responsible for undertaking a pre-use check of any National Centre equipment that you use. Please see a member of Technical staff if you are unsure about what involves.

Do not wear jewellery as you might hurt yourself or damage our equipment.
Please be aware that long fingers and toenails can damage silks/tissue.

Do not use training gear / clothes with abrasive parts-studs / zips.
They can potentially damage our equipment (you are welcome to wear what you like on your own kit).

Maximum of two people on a single 3:1 lifting system at any time.

Tell the Duty Manager if you believe any equipment is not functioning correctly

Using your own rigged equipment

We understand the need to train on the equipment that you will be using for a particular performance. You are welcome to use your equipment **on our lifting systems**. Wherever possible we will try to assist you with this.

As a professional performer, you are responsible for ensuring your equipment is safe to use and has been examined as appropriate. The National Centre does not currently offer a LOLER Thorough Examination service but may be able to advise. We do, though reserve the right to ask to see proof of recent examination and/or to inspect equipment to ensure we are satisfied with its safety.

Note:

*In exceptional circumstances, if the lifting systems are inappropriate we **may** be able to install your personal equipment temporarily in one of our Studios for you. Please bear in mind that rigging personal equipment can be time consuming and due to the heavy use / constraints of the spaces this may not be possible.*

You **must not** rig your own equipment except from the lifting systems. You **must not** rig or de-rig any equipment from the grid.

Tying off / rigging your own or NCCA equipment

You may only hang equipment on the multiple purchase lifting systems. Do not use the single lunge or paging lines.

Only tie off to the pink floor points (pink wall points in the middle studio – see the picture opposite).

Please use a figure of 8 knot wherever possible to tie off (see picture below).

Check before you untie a rigging point that you have the right one; don't untie rigging points that users are hanging from and make sure so no one is under the point before lowering.

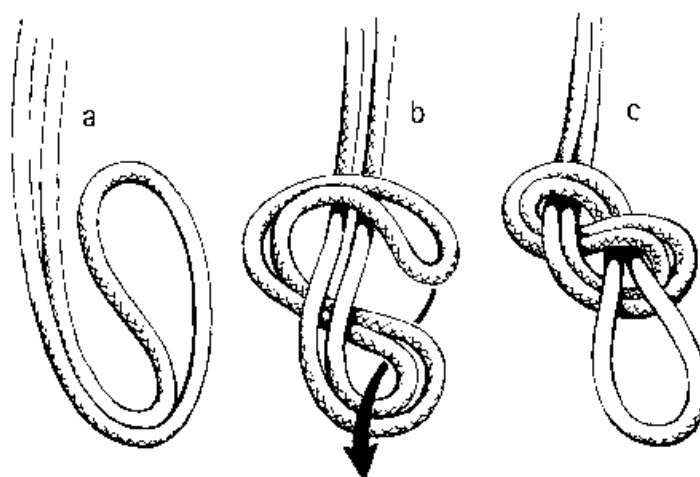
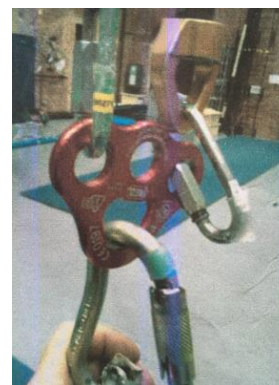
Check the free running of any pulleys, if they are sticky or don't feel right – let the technical department know.

Make sure that all elements of the system are correctly orientated (i.e.: not cross loaded etc – see the picture opposite).

Check all the knots are sound and that Maillons and Karabiners are properly closed every time (click check).

When you have finished, attach a minimum of two sandbags and do not pull the lifting system points up too high as they may not come back down easily!!

Keep the ropes off the floor and tidy them into rope bags when you use them and when you finish using them.



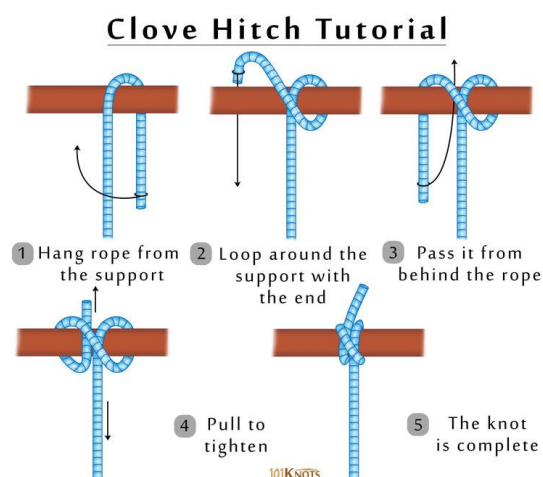
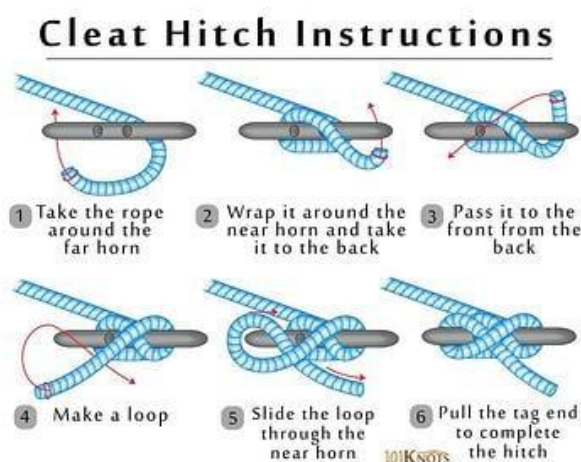
Paging

Tie off using a recognised method – clove hitch / 2x hitches / figure of 8 on a cleat (see picture below).

Take care when paging in/ out not to lower the weight onto anyone.

Please keep any paging tidy and off the floor.

Heavy items such as trapezes should be secured with a hand jammer AND a suitable knot.



Mats

Please make sure that you are using the right mat for the activity you are doing – as a professional we expect you to be able to judge what level of protection you need and use the mats accordingly. If in doubt – come and see the Technical Department.

Make sure it's underneath you / in the appropriate place.

If you remove a mat from another room – please return it at the end of your session.

Mats need to be stored in the correct places after use.

There are mat sanitizers available in most studios – please use them.

Rigging Equipment sales

There is a selection of Petzl rigging equipment available for sale at reception including Karabiners, Maillons, Swivels, pulleys, Slings, Paws, tape and Chalk. If there is anything else you would like that we do not have, please ask a member of the Technical team as we may be able to order it for you.